

2 June 1981

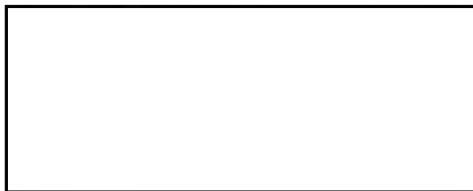
MEMORANDUM FOR: All Deputy Directors,  
Staff and Division Chiefs, ODP

25X1 FROM :   
Acting Chief, Management Staff

SUBJECT : Proposed ODP Instruction

1. The attached draft describing Security Procedures for Delta Data Equipment represents the position of the Management Staff. The draft was rewritten for increased clarity and to include suggestions from previous reviews.

2. Please review this draft and submit your suggestions for changes or your concurrence by 16 June 1981. Shortly thereafter we will schedule a meeting to develop a final ODP position. We will then try to negotiate a mutually acceptable set of procedures with the Office of Logistics. It is my hope that we can quickly finalize these procedures and provide the necessary guidance to the office and our customers. I am sure you will agree that the current lack of formal procedures has been the cause of considerable wasted effort and numerous and unnecessary security problems. With the cooperation of all parties we can finally settle the Delta Data security issues once and for all.



25X1

DISTRIBUTION:

ORIGINAL & 1 - ADDRESSEE  
✓ 2 - O/D/ODP  
1 - MS CHRONO  
1 - MS SUBJ.FILE  
1 - SO CHRONO  
1 - SO SUBJ.FILE  
2 - ODP REGISTRY

25X1

25X1 ODP/MS/FWE:chm/ (2June81)(odp-inst Claire's #lgrn disk)